BSIR Help Sheet

This document provides guidelines for completing the BSIR.
Web address: https://www.reporting.odp.dhs.gov.
For technical assistance please call the technical help line at 1-877-612-4357 (toll-free)
or contact your Office of Homeland Security (OHS) Program Representative.

If you cannot remember your password, call the technical help line or your Program Representative for a new password. You will need to know the answer to your “secret question”. If you have incorrectly logged in 3 or more times the account will lock and you will need to call one of the above numbers to reopen the account. If you have not logged into the web site for more than 90 days, the account may be locked and you will need to call for assistance.

Entering the Information
****Remember to scroll to the bottom of each page and verify all information has been entered****

1. Once logged in, choose “Funding” from the menu on the left.
2. The reporting drop-down selectors have been split into two (2) separate drop-down menus. There is a drop-down menu titled “Grant Award Year,” followed by a second drop-down menu titled “Reporting Period.”
3. Choose the correct reporting period from the dropdown. This should be either FY 2005 BSIR (December 2008), FY 2006 BSIR (December 2008), FY 2007 BSIR (December 2008), or FY 2008 BSIR (December 2008) depending on which grant you are reporting for. For FY2005 BSIR, most subgrantees have completed all projects and expended all funds; however, they will still need to report on this grant as it is not yet closed. In the dialogue box on the “Project” tab, subgrantees are encouraged to enter “All projects completed and all funds expended. Awaiting closeout from OHS” and then check “Project submitted” and “Submitted to State.” That will satisfy the reporting requirement for the FY2005 BSIR. **Some subgrantees may need to complete reports for the FY 2005, FY 2006, FY 2007, and FY 2008 BSIR**.
4. Click on your “Grantee/Subgrantee” link.
5. Review the award information. “Award” is the total amount of the grant, “Obligated” is the amount that has been spent or is dedicated to current orders, and “Expended” is the amount you have been reimbursed. If the Obligated/Expended information is not correct, please enter the correct information. If correct, press the “continue” button at the bottom of the page (you will advance to the “Project” tab). And please be sure to check the “Obligated/Expended” amounts do not exceed your total “Award.”
6. Click on a project title (you will advance to the “Project ($)” tab for that specific project).
7. In “Project ($)” review all information and make necessary updates. Type a narrative of the progress that has occurred in the “Project Notes” field and add your initials and the date.
8. The “Project Detail” tab has been added for FY 2006 and subsequent years (following the Project ($) tab) to align Investments and Target Capabilities to projects. The Project Detail page has been created to allow the user to choose a submission type (state or urban area submission) and the Investment that is being supported. This tab is still in effect for FY 2008 data entry.
9. Upon selection of an Investment, the page will automatically refresh and display the user selected target capabilities from the FY 2008 Investment Justification. Based on the grantee/subgrantee of the project, users must select a primary target capability as well as up to four (4) secondary target capabilities.
10. Click the “Save and Continue” button at the bottom of the page (you will advance to the “Allocations” tab).
11. Review all information under each applicable Solution Area Subcategory and Discipline (this is a long page-scroll to the bottom when reviewing). If there is new information to be entered or updated use the following steps: **NOTE: The solution area defaults to “Planning”, you must choose the correct solution area from the dropdown box at the top of the page to properly view or update information.**
    a. Choose the specific “solution area” for this project from the dropdown box at the top of the page (Planning, Organization, Equipment, Training, Exercise, or Management & Administration).
    b. Enter the project funding for the “Solution Area Subcategories” that apply.
    c. Enter the project funding for the “Disciplines” that apply.
    d. “Personnel” has been added as a solution area subcategory for every solution area within the Allocations tab for FY2006 and is included in FY2007 and FY2008.
12. Click the “Save and Continue” button at the bottom of the page (you will advance to the “Strategies” tab).

13. Review for accuracy and click the “Save and Continue” button at the bottom of the page (you will advance to the “Metrics” tab).
14. Complete all white/highlighted fields, click “Save” and <u>check for new fields</u>. Enter additional information (numbers or check marks) into any new fields.
15. The “Metrics Exception” box may be checked if no metrics apply to this project (OHS encourages subgrantees to enter metrics information).
16. Click “Save and Return to Project List”. **IMPORTANT:** Steps 6-16 must be completed individually for each project listed under the “Project” tab.

<u>How to submit a project and submit all projects to state</u>

1. Click the check box to the left of the project(s) or the “Check All” link under the “Project” tab.
2. Click the “Submit” button (the project status will change to “**Project Submitted**”).
3. When all projects are submitted, check all boxes or click the “Check All” link and click the “Submit” button a second time (project status will change to “**Submitted to State**”). Once submitted to state, no additional changes can be made without requesting that the project be changed back to either “Subgrantee Change Request” or “Data Entry in Progress” status. This can be requested by contacting your OHS Program Representative.
4. Just a reminder that the submission to OHS entails a **<u>two</u>** step process: **Project Submitted** and **Submitted to State**.